



HEADQUARTERS  
GEORGIA WING, CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
1501 FIRST STREET, DOBBINS ARB GA, 30069-5010

MEMORANDUM FOR: \_\_\_\_\_ UNIT: \_\_\_\_\_

FROM: GAWG/DOS (Reviewer) \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT: CAPF 100 – Request for CAPF 101 Card

1. The CAP Form 101 Card issued does not reflect all of the E. S. Specialties you requested. Your CAP Form 101 Card was issued only for the E. S. Specialties for which you submitted complete documentation. See below for required documentation for the non-issued E. S. Specialties.

2. Your CAP Form 100 package is being returned for the listed reason(s). Please make the requested corrections and/or additions and resubmit the package.

A) Your request was submitted on an outdated form. The current CAP Form 100 is dated MAY 01. Previous editions will not be used after 31 October 2001. Please resubmit your application on a current form.

B) Incomplete Documentation. Please add the following items:

- (1) Copy of current CAP membership card
- (2) Copy of old CAPF 101 card
- (3) Copy of first aid or equivalent card
- (4) Copy of ROA card (Radio Operators Authorization)
- (5) Copy of Pilot Certificate
- (6) Copy of current FAA Medical certificate
- (7) Copy of current CAPF 91 (Mission Pilot Checkout)
- (8) Copy of current CAPF 5 (Aircraft Checkout)
- (9) Copy of current CAPF 116T (ES) completion certificate or answer sheet. [First 50 questions] (E. S. Test dated July 2001)
- (10) Copy of current CAPF 116T (ICS-100) completion certificate or answer sheet. [Last 50 questions] (E. S. Test dated July 2001)
- (11) Statement(s) of Participation for: \_\_\_\_\_
- (12) CAPF 101 T for: \_\_\_\_\_
- (13) Documentation showing completion of the tasks required on the list of Annual Recurrency Tasks (ART) since last qualifying in the specialty as applicable. (The current ART can be found on the National Headquarters Website). \_\_\_\_\_
- (14) Documentation showing completion of the tasks required on the current Mission Essential Task List (METL) for the specialty qualification listed as applicable within the previous 2 years. (The current METL can be found on the National Headquarters website). \_\_\_\_\_

C) Missing Required Signatures on CAPF 100:

- (1) Group Commanders Signature
- (2) Squadron Commanders Signature
- (3) Requestor Signature

D) Missing Required Testing Officer Signatures and/or score on attached CAPF 23 general purpose answer sheet(s).

- E) Improper Mission Number:  
(1) Mission Number listed (\_\_\_\_\_) was not issued by GAWG/DOS.
- F) Missing Required Signatures on "Statement of Training" form:  
(1) No Signature on "Statement of Training" Form.  
(2) Supervisor listed is not ES qualified in the \_\_\_\_\_ ES Specialty.
- G) Insufficient Mission Numbers Listed:  
(1) INITIAL - IAW CAPR 60-3 you must participate in a minimum of two different Wing or Air Force-assigned mission numbered events in each ES Specialty (except equivalents) to qualify.  
(2) RENEWAL - IAW CAPR 60-3 you must participate in a minimum of one Wing or Air Force-assigned mission numbered event in each ES Specialty (except equivalents) to qualify.
- H) No evidence submitted of authorized ES mission/training participation within the past two years in each ES Specialty requested. \_\_\_\_\_
- I) The Instructor who signed the CAPF 101T is not qualified:  
(1) Instructor listed does not appear on GAWG list of approved TTT Personnel.  
(2) Instructor listed is not ES qualified in the \_\_\_\_\_ ES Specialty.
- J) Improper Documentation:  
(1) The old GAWG "Statement of Training" form is not to be used after 30 June 2001. The form you submitted was dated after this date. Please have your squadron commander issue you a CAPF 101T in the listed ES Specialty and have an approved Instructor complete the appropriate sections on that form.  
(2) The GAWG Form 6-01 "Statement of Participation" is only to be used to document participation in an approved event in an ES Specialty that you are already qualified for. It is not to be used to document upgrade training. Resubmit using proper CAPF 101T.
- K) Other:  
(1)